



JOB OPPORTUNITY

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT



Bulletin #09-93

CLASSIFICATION: Associate Governmental Program Analyst

TENURE/TIMEBASE: Limited Term 12 months/Full time

FINAL FILING DATE: April 9, 2010

SEND APPLICATION TO: Department of Community Services & Development (CSD)
Attn: Human Resources Office
P.O. Box 1947
Sacramento, CA 95812-1947
916-576-5291

CONTACT: Joyce Vierra
(916) 576-5291
TTY Voice Ph: 1-800-735-2922 TTY Ph: 1-800-735-2929

LOCATION: 2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

REQUIREMENTS: Submit a (1) STD. 678 application, (2) resume, and (3) a Statement of Qualifications. The State of Qualifications should clearly demonstrate your knowledge, experience, skills, education level and other characteristics that make you a great fit for this position. In box 12 of your application, note the basis of your appointment eligibility (i.e., list, transfer, reinstatement, etc.), and Bulletin #09-93. All applicants must have state civil service eligibility.

The Department of Community Services and Development (CSD) is the State's leading anti-poverty agency, and administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty. **All positions at CSD are 100% federally funded.**

What Does Working at CSD Offer? Please apply if you appreciate:

- Meaningful work.
- Highly interactive teamwork and project-based management.
- Opportunities for significant responsibility, creativity and decision-making for self-starters.
- Work environment that emphasizes customer service and accountability to local community based organizations, funding sources and the public.
- Small, friendly headquarters where everyone matters.
- *Free parking.*

What Is this Job? Under the direct supervision of the Deputy Director of Administration, the incumbent is part of the team that supports the Director, Chief Deputy Director, Deputy Director of Administration, Leg. Director/Public Information Officer, and Staff Counsel with special projects related to the Community Services Block Grant (CSBG), Low-Income Home Energy Assistance Program (LIHEAP), Department of Energy Weatherization Assistance Program (DOE WAP) and Lead Hazard Reduction Program (Lead), and related programs including the American Recovery and Reinvestment Act of 2009 (ARRA). The incumbent will perform research and analysis and develop

recommendations for the Executive Office and carryout other assigned activities in the advancement of the department's policy and program objectives, including but not limited to: development, implementation and evaluation of strategic discretionary grant making; program-related outreach to contractors and other partners and stakeholders; support the work of department-sponsored task forces of CSBG-funded and Energy-related organizations; workshop and training preparation and presentation; and administrative strategies to improve the department's programmatic and fiscal monitoring and training and technical assistance as required by Federal and State laws and regulations and CSD regulations. The incumbent may serve as a team lead and will be a member of the Executive Support Team on special projects that require the participation of other CSD staff, and will work collaboratively with all Executive Office staff on a regular basis, and with Community Services Division and Energy Division staff on a per project basis. The incumbent may be assigned difficult or sensitive activities that involve:

- Interaction and coordination with the Executive Directors and key staff of local network of service providers.
- Analysis and development of recommendations which may affect the distribution of CSBG funds in support of employment, food distribution, housing, transportation, education, childcare, health and at-risk youth services as well as weatherization, cash assistance, HEAP and related programs.
- Access to sensitive and/or confidential information in the Executive Office.
- Specific training and/or technical assistance to correct administrative and/or programmatic deficiencies.
- Necessary research to prepare drafts of policy statements and memorandums.
- Develop Talking Points and Fact Sheets.

Who is CSD Looking For? The ideal candidate will be a self-starter who has the following desired qualifications, first-hand experience and characteristics:

Experience, Knowledge and Skills:

- Knowledge of federal and state contract rules, policies and procedures.
- Knowledge of federal block grant programs/or related programs.
- Knowledge or familiarity with local government and nonprofit management.
- Maintain broad knowledge of government responsibilities over accountability and transparency.
- Ability to interpret and implement fiscal requirements of federal and state grants.
- Experience with interpreting and implementing requirements of federal and state grants.
- Experience with developing training material and delivering training to internal and external customers.
- Maintain at least intermediate to advanced skill level on PC software that directly impact assignments and be willing to learn new programs as they are incorporated into office operations.
- Communicate effectively verbally and in writing.
- Strong writing, analytical and project management skills.

Characteristics:

- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.

- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Adaptability – Ability to adapt in a fast-paced and changing workload environment.

Please see the Duty Statement at <http://www.csd.ca.gov> for a detailed list of the essential and related functions of this position.

SELECTION CRITERIA:

Persons currently appointed to a permanent, full-time Associate Governmental Program Analyst, or persons with list eligibility or eligibility for lateral transfer may apply. Please clearly state the basis of eligibility in Section 12 of the application (Std. 678), and attach a copy of your test score announcement.

All appointments will be made in accordance with The Governor's Executive Order S-09-08, Department of Finance freeze exemption policies, and the State Personnel Board and Department of Personnel Administration laws, rules, regulations, and policies.

The Department of Community Services and Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.